

City of Takoma Park Maryland
CARROLL AVENUE SIDEWALK ART PROJECT
Request for Proposals
RFP # 05-5400-01
May 7, 2004

PROJECT SUMMARY

The City of Takoma Park is soliciting proposals for sidewalk art for the Carroll Avenue Streetscape Project.

Eligibility:	Open to all artists or artist teams working in any media
Project Budget:	\$10,000
Deadline for Proposals:	June 8, 2004

PROJECT DESCRIPTION

The City of Takoma Park is preparing to undertake the reconstruction of the Carroll Avenue streetscape, a state highway that connects two important historic commercial areas and serves as the “Main Street” of Old Takoma. The streetscape project includes the reconfiguration and reconstruction of the existing sidewalk, the realignment of the curb line, restoration of the tree canopy and other pedestrian amenities. An important element of the overall project, strongly supported by neighborhood residents, is the installation of pedestrian oriented public art along the sidewalk.

Additional information on the Carroll Avenue Streetscape Project can be found on the City of Takoma Park’s web site at www.cityoftakomapark.org.

GENERAL DESIGN CONSIDERATIONS

The selected artwork is to be located along one side of the Carroll Avenue sidewalk and installed at ground level. It must be essentially flush with the surface of the sidewalk to avoid the creation of a tripping hazard.

The area in which the selected artwork is to be installed is best described as a slightly undulating 6-inch ribbon or strip, 800-feet in length that is broken up by driveways and intersecting streets and private walks. The selected artwork will be located along the sidewalk, nearest the residences. The sidewalk, to be constructed of poured concrete, will be 4-inch thick.

The following general design considerations have been developed to guide the selection of the artwork.

- Artwork should be of an original, site-specific design and may include text, found objects, texture, ornamental symbols, and/or color.

- Artwork may be continuous in its appearance or located at scattered sites along the defined project area. It must not impede or hamper the smooth flow of pedestrians along the sidewalk or create a tripping hazard.
- Artwork should be complementary to the historic context and architectural character of the neighborhood and planned streetscape improvements.
- Artwork must withstand prolonged exposure to local weather conditions.

OTHER CONSIDERATIONS

Construction of the Carroll Avenue project is scheduled to begin July 6th and will be completed no later than August 30, 2004. The selected artwork must be installed during this same time frame. All work must be coordinated with the firm overseeing the streetscape project.

PROJECT BUDGET

A maximum of ten thousand dollars (\$10,000) is available for artwork and related expenses including but not limited to artist fees, materials, fabrication, insurance, shipping, travel, installation, and related expenditures. The project is to be financed with state revitalization grant funds.

PROPOSAL REQUIREMENTS

Proposal Form and Content

For artwork to be considered, the following must be submitted to the City of Takoma Park's Procurement Officer by 5:00 pm on June 8, 2004:

1. Cover letter:
A signed transmittal letter offering the proposal and certifying that the proposal and fee schedule will remain in effect for 90 days after the due date. The letter should include the RFP number, name of individual or firm, local address, telephone number, fax number, email address, and name of contact person.
2. Design of Artwork.
Packet must include an illustration of the overall work and a detail of the artwork.
3. Written description of proposal, not more than two pages in length.
Narrative should include a description of the nature of the materials to be used and detailed information on how the work is to be fabricated and installed. If work is to be produced onsite, include an explanation of how this is to be coordinated with the construction and installation of approved streetscape improvements.
4. Project Budget
Budget should include, at a minimum, a breakdown of the costs of design,

fabrication, and installation of the artwork. Total project costs cannot exceed \$10,000.

5. Project Schedule

Schedule must reflect how the project is to be coordinated with the overall streetscape improvements and completed by August 30th deadline.

6. Professional Resume

Please include photographs of examples of past work.

7. Contractor's Certification of Non Involvement in the Nuclear Weapons Industry

Accompanying certificate must be completed and included with proposal.

8. Metropolitan Washington Council of Governments Use of Contract(s) – Rider Clause

Accompanying certificate must be completed and included with proposal.

DEADLINE

Proposal packages will be accepted until 5:00 PM, June 8, 2004. Packages can be mailed or hand delivered to Cordell Meyers, Procurement Officer, City of Takoma Park, 7500 Maple Avenue, Takoma Park, MD 20912.

Incomplete and/or late applications will not be accepted. Faxed or e-mailed applications will not be accepted. The City of Takoma Park will not be responsible for submissions lost in transit, nor is it liable for lost or damaged materials. The City of Takoma Park shall be under no obligation to return any responses or materials submitted in response to this Request for Proposals.

EVALUATION AND SELECTION PROCESS

The award will be made on the basis of a recommendation made by an evaluation panel composed of members of the Takoma Park Arts and Humanities Commission.

The written proposal will be evaluated and scored on the following criteria:

Artistic Merit	40%
Ease of Maintenance	20%
Feasibility	20%
Ability to Complete within Time Frame	20%

An award may be made without discussion and negotiation; therefore, the initial proposal should provide sufficient information to recommend an award without discussion.

The City may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the City will be guided by considerations in the interest of the City. The City also reserves the right to negotiate further with one or more of the respondents as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interests of the City.

FOR ADDITIONAL INFORMATION

Questions should be addressed to Sara Anne Daines, Director, Housing and Community Development Department, City of Takoma Park, 7500 Maple Avenue, Takoma Park, MD 20912, (301) 891-7224, SaraD@takomagov.org

City of Takoma Park, Maryland

**CONTRACTOR'S CERTIFICATION OF NON-INVOLVEMENT
IN THE NUCLEAR WEAPONS INDUSTRY**

RFP Number: _____

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

1. Pursuant to the requirements of Section 6 of the Takoma Park Nuclear Free Zone Act, Ordinance No. 2703, the undersigned person, firm, corporation, or entity hereby certifies that he/she/it is not now engaged in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved.

2. The undersigned further certifies that he/she/it will not, for so long as the above captioned contract remains in effect, engage in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components, or the sale of merchandise produced by companies so involved.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this ____ day of _____, 2003.

Signature

Name and Title

County of _____
State of _____

Subscribed and sworn to before me thus _____ day of _____ 20 _____

Notary Public

My commission expires: _____

NOTE: Failure to complete this form will cause your bid to be considered non-responsive.

Accepted on behalf of the City of Takoma Park, Maryland by:

Signature

Name and Title

Rev. 6/84; 8/84

Date

NOTICE TO BIDDERS

Section 6. Eligibility for City Contracts

The City of Takoma Park shall grant no awards or contracts for any purpose to any person, firm, corporation or entity which is knowingly or intentionally engaged in the development, research, testing, evaluation, production, maintenance, storage, transportation and/or disposal of nuclear weapons or their components. It will be the responsibility of any recipient of a City contract or award to certify by a notarized statement to City Clerk that it is not knowingly or intentionally engaged in the above-defined activity. Notice of this certification shall be included in all "Requests for Proposals" issued by the City.

**Metropolitan Washington Council of Governments
Rider Clause**

**USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN
WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS
COMMITTEE.**

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contracts) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of our bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with-the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a- jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction
- F. The issuing jurisdiction shall not be held liable for any costs or damages, incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES	NO	JURISDICTION
_____	_____	Alexandria, Virginia
_____	_____	Alexandria Public Schools
_____	_____	Arlington County, Virginia
_____	_____	Arlington County Public Schools
_____	_____	Bowie, Maryland
_____	_____	College Park, Maryland
_____	_____	Culpeper County, Virginia
_____	_____	District of Columbia
_____	_____	District of Columbia Public Schools
_____	_____	District of Columbia Water & Sewer Auth.
_____	_____	Fairfax, Virginia
_____	_____	Fairfax County, Virginia
_____	_____	Fairfax County Water Authority
_____	_____	Falls Church, Virginia
_____	_____	Fauquier County Schools & Government, Virginia
_____	_____	Frederick'County, Maryland
_____	_____	Frederick County Public Schools
_____	_____	Gaithersburg, Maryland

_____	_____	Greenbelt, Maryland
_____	_____	Herndon, Virginia
_____	_____	Loudoun County, Virginia
_____	_____	Manassas, Virginia
_____	_____	Maryland-National Capital Park & Planning Comm.
_____	_____	Metropolitan Washington Airports Authority
_____	_____	Metropolitan Washington Council of Governments
_____	_____	Montgomery College
_____	_____	Montgomery County, Maryland
_____	_____	Montgomery County Public Schools
_____	_____	Prince George's County, Maryland
_____	_____	Prince George's County Public Schools
_____	_____	Prince William County, Virginia
_____	_____	Prince William County Public Schools
_____	_____	Prince William County Service Authority
_____	_____	Rockville, Maryland
_____	_____	Stafford County, Virginia
_____	_____	Takoma Park, Maryland
_____	_____	Vienna, Virginia
_____	_____	Washington Metropolitan Area Transit Authority
_____	_____	Washington Suburban Sanitary Commission